



VALUES PRIORITISING ACTIVITY

From all of the ideas and insights that have come to you in working through the previous activities, choose the 5 key words which best represent your MOST IMPORTANT personal values below (list them in any order). And as each of us mean different things when we use words I suggest that you also make some notes to describe what that value means uniquely to you.

VALUE	My Definition

Now I want you to prioritise further by ranking these five values in relative importance. This isn't an easy thing to do so let me help you by taking you through this step by step.

This is a brilliant process once you understand how to do it, and you can use it in many personal or professional situations. But I can predict that it will stretch your brain cells!

Please turn to the next page.



Step 1: List in any order your five key value words in the first column below. Then read step 2 for further guidance on how to choose and rank them.

Step 2: Compare each value with each other value in turn and decide which is the most important – which could you really not live/survive/thrive without? Do this by taking the first word. Compare it with number 2. Whichever is the strongest, place a tick/check mark in the small box to its right. Sometimes the choice is easy, sometimes the choice is really hard – however you should *always* make a choice of one or other. Take your time, think it through.

Now repeat – compare no 1 with no 3 and tick/check a box to the right of the one that is the *most* important to you.

Do this again repeatedly – compare no 1 with no 4, then no 1 with no 5.

Now you have compared the first listed value with every other one. So this time, take the second value in your list and compare it with no 3, then with no 4, and finally with no 5, remembering to tick/check the best of the best each time.

Now start with the third one – which still needs to be compared with no’s 4 and 5.

Finally compare no.4 with no. 5. And you’re done!

Step 3: Ranking

There should now be a total of 10 tick/check marks in the boxes to the right, with a maximum of four against each one. The one that you have chosen most often represents your most fundamental value. If two have been chosen the same number of times, which was the strongest when you compared them to each other? That’s the top value.

So the final column is where you can rank your values from 1 (best of the best) to 5 (least of the best but still very important!).

VALUE	Tick/check if chosen				Rank

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Materials for people who
want to develop their
personal effectiveness



Great work.

By now you should be getting into the habit of making decisions about *relative importance*, an essential skill for a highly competent self manager!